

**Indiana Commission on Community Service and Volunteerism  
2002-2003 Calendar of Events and Deadlines for Grantees**

<b><u>Date</u></b>	<b><u>Stream of Service</u></b>	<b><u>Event</u></b>
August 22	AmeriCorps State	Program Directors Conference Call
September 10	AmeriCorps State	Periodic Expense Report for Period Ending August 31 <sup>st</sup>
September 20	AmeriCorps Promise Fellows	Promise Fellows Conference Call
September 25 – 26	AmeriCorps State	Program Director's Sustainability Training
October 10	AmeriCorps State	Financial Status Report for Period of July 1 <sup>st</sup> through September 30 <sup>th</sup> (PER for September must be completed to do FSR)
October 11	AmeriCorps State	2001-02 Final Progress Report for Period of May 1 <sup>st</sup> through September 30 <sup>th</sup> and AAR for Program Year – Complete in WBRS using APR
October 9 – 11	Commission Board	October Meeting and Commission Board Retreat/New Commissioner Orientation
October 25	All Streams	Opening Ceremonies – Indianapolis (Brief Program Directors Mtg.)
October 26	All Streams	Make A Difference Day
October 31	ICCSV	FSRs for period 4/1/02 – 9/30/02 (Formula and Competitive)
November 1	AmeriCorps Promise Fellows	Promise Fellows Conference Call
November 11	AmeriCorps State	Periodic Expense Report for Period Ending October 31 <sup>st</sup>
November 11	AmeriCorps Promise Fellows	Progress Report and Evaluations for Period from July 1, 2002 – October 30, 2002
November 16	AmeriCorps Promise Fellows	National Family Volunteer Day
November 21	AmeriCorps State	Program Directors Conference Call
December 10	AmeriCorps State	Periodic Expense Report for Period Ending November 30 <sup>th</sup>
December 13	AmeriCorps Promise Fellows	Promise Fellows Conference Call
December 19	AmeriCorps State	Program Directors Meeting
January 9, 2003	Commission Board	Commission Board Meeting
January 10	AmeriCorps State	Financial Status Report for Period of October 1 <sup>st</sup> through December 31 <sup>st</sup> (PER for December must be completed to do FSR)
January 22	IYCSL/Promise Fellows	Youth Legislative Breakfast – State House Rotunda
January 19 – 20	IYCSL/Promise Fellows	Martin Luther King, Jr. Day Celebration – One Indiana - United for Peace
January 23	AmeriCorps State	Program Directors Conference Call

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January 17	AmeriCorps State	Progress Report for Period from Start Date (Aug 1 <sup>st</sup> or September 1 <sup>st</sup> ) through December 31 <sup>st</sup> – Complete in WBRs using APR
January 17 (Could this be in early February?)	AmeriCorps State Competitive Programs	Deadline for Continuation Application for Competitive Funds
February 10	AmeriCorps State	Periodic Expense Report for Period Ending January 30 <sup>th</sup>
February 5 and 6	All Streams	Mid Year Retreat – All Member Gathering Program Director's Training Session during event
March 10	AmeriCorps State	Periodic Expense Report for Period Ending February 28 <sup>th</sup>
March 20	AmeriCorps State	Program Directors Conference Call
March 23	AmeriCorps State Formula Programs	Deadline for Continuation and New Applications to ICCSV for AmeriCorps Funding
April 10	AmeriCorps State	Financial Status Report for Period of January 1 through March 31 <sup>st</sup> (PER for March must be completed to do FSR)
April 10	Commission Board	Commission Board Meeting
April 13 – 14	IYCSL/Promise Fellows	Youth Day of Service
April 18	AmeriCorps State	Progress Report for Period between January 1 <sup>st</sup> to March 31 <sup>st</sup> – Complete in WBRs using APR
April	All Streams	National Partnerships Conference on Service Learning
May 12	AmeriCorps State	Periodic Expense Report for Period Ending April 30 <sup>th</sup>
May 22	AmeriCorps State	Program Directors Conference Call
June 8 – 10	All Streams	National Community Service Conference
June 10	AmeriCorps State	Periodic Expense Report for Period Ending May 31 <sup>st</sup>
June 21	IYCSL/Promise Fellows	Join Hands Day
June 25 – 27	All Streams	Summer Celebration – Training for Program Directors during event
July 10	AmeriCorps State	Financial Status Report for Period of April 1 <sup>st</sup> through June 30 <sup>th</sup> (PER for June must be completed to do FSR)
July 10	Commission Board	Commission Board Meeting
July 11 – 12	AmeriCorps State	Program Directors Training/Meeting for 2002-03 Program Year, Indianapolis
July 18	AmeriCorps State	Progress Report for Period between April 1 <sup>st</sup> – June 30 <sup>th</sup> – Complete in WBRs using APR

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<b>July 18</b>	<b>Promise Fellows</b>	<b>Progress Report for Period between Start Date (January 1<sup>st</sup> – April 1<sup>st</sup>) through June 30<sup>th</sup> – Complete in WBRS</b>
<b>August 1 – 2</b>	<b>IYCSL/Promise Fellows</b>	<b>IYCSL Youth Summit – Indianapolis</b>
<b>August 11</b>	<b>AmeriCorps State</b>	<b>Periodic Expense Report for Period Ending July 31<sup>st</sup></b>
<b>August 21</b>	<b>AmeriCorps State</b>	<b>Program Directors Conference Call</b>
<b>September 10</b>	<b>AmeriCorps State</b>	<b>Periodic Expense Report for Period Ending August 31<sup>st</sup></b>
<b>September 26</b>	<b>AmeriCorps State</b>	<b>Program Directors Conference Call</b>
<b>October 10</b>	<b>AmeriCorps State</b>	<b>Financial Status Report for Period of July 1<sup>st</sup> through September 30<sup>th</sup> (PER for September must be completed to do FSR)</b>
<b>October 9-10</b>	<b>Commission Board</b>	<b>Commission Board Meeting/Retreat</b>
<b>October 24</b>	<b>All Streams</b>	<b>Opening Ceremonies –Indianapolis</b>
<b>October 17</b>	<b>AmeriCorps State</b>	<b>Progress Report for Period of July 1<sup>st</sup> through September 30<sup>th</sup> and AAR for Program Year – Complete in WBRS using APR</b>
<b>October 17</b>	<b>Promise Fellows</b>	<b>Progress Report for Period of July 1<sup>st</sup> through September 30<sup>th</sup> – Complete in WBRS</b>
<b>October 24</b>	<b>All Streams</b>	<b>Opening Ceremonies – Indianapolis (Brief Program Director Mtg)</b>
<b>October 25</b>	<b>All Streams</b>	<b>Make A Difference Day</b>
<b>November 10</b>	<b>AmeriCorps State</b>	<b>Periodic Expense Report for Period Ending October 31<sup>st</sup></b>
<b>November 20</b>	<b>AmeriCorps State</b>	<b>Program Directors Conference Call</b>
<b>December 10</b>	<b>AmeriCorps State</b>	<b>Periodic Expense Report for Period Ending November 30<sup>th</sup></b>
<b>December 19</b>	<b>AmeriCorps State</b>	<b>Program Directors Meeting</b>

**Note on Program Directors’ Conference Calls:**

The conference calls will be from **10:30 a.m. – 11:30 a.m.** unless otherwise noted in an advance electronic message or fax. The phone number will be 317-233-3550 for each call. You will be given notice if this changes.

**Note on Fiscal Reporting for AmeriCorps State and AmeriCorps Promise Fellow Grantees:**

A final FSR and Progress Report is due 90 days from the date of close out for all grants. This will be required within each project period and the grantee will be notified of this timeline with the close out package provided through the Department of Workforce Development.

**Note on 2001-2002 AmeriCorps Promise Fellows’ Conference Calls**

ACPF Conference Calls will be from 1:00 p.m. - 2:00 p.m. and you can access the call by dialing 317-233-3550.

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**Note on 2001-2002 AmeriCorps Promise Fellows' Timesheets**

Promise Fellow Time Sheets are due on the 5th of every month via fax or mail

**Note on Fiscal Reporting for 2001-2002 AmeriCorps Promise Fellows:**

Prior to receipt of final payment for the AmeriCorps Promise Fellow, each site must provide the following documentation to complete exit of the AmeriCorps Promise Fellow: final performance evaluation (Site Supervisor/Promise Fellow), program site evaluation (Promise Fellow), exit form completed (Promise Fellow), final time sheet (Promise Fellow), final progress report for activity that occurs between November 1st and the final date of service (Promise Fellow/Site Supervisor), final request for payment (Site Supervisor), and close out materials including the Form 269-A (Site Supervisor).